



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING) (Re-advertisement JC - 30046)

**No Need to Send in a Duplicate Application if one has Been Submitted to the Testing Office After 09/26/16 Release Date**

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Permanent/Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Fiscal Services - Cashier</b>
<b>FINAL FILING DATE</b>	<b>**November 17, 2016**</b>

**DESCRIPTION OF DUTIES:** This position receives and prepares receipts for all incoming funds. Posts and balances Cash Receipt books. Verifies and issues funds for Cash Requests and prepares bank deposits. Distributes payroll and prepares various expenditure reports monthly and/or quarterly. The Cashier processes Cash Requests, Purchase Orders (PO) & Service Orders (SO). Maintain an up-to-date journal recording of receipts and disbursements and posting of transactions to the subsidiary ledger. Other duties as assigned. **Candidate must have the ability to type at least 40 n.w.p.m.**

**WHO MAY APPLY:** Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Faxed applications or resumes will not be accepted.**

**TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)  
RELEASE DATE: 09/26/2016 (Re-Advertised)